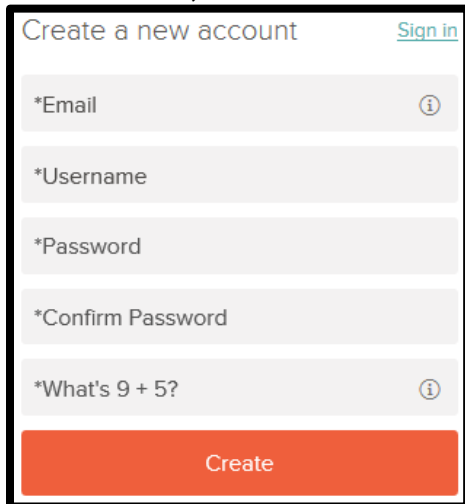# Online Employment Application Guide

This guide describes how to apply for jobs using the LA Careers website. The process consists of the following steps:

- [Create an Account](#)
- [Find Jobs](#)
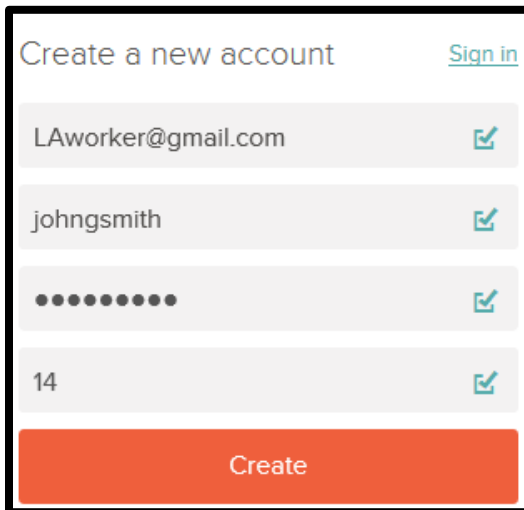- [Apply for a Job](#)

Create an Account

Follow these steps to Sign In:

1. Point your web browser to www.jobs.la.gov.

2. Click the Applicant Login in the top right part of the page.

3. If you have already created a user account, log in using your previously created username and password. Otherwise, click 'Create an account' to create one, and then enter your new account information.


> If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
> If you created an account before and can't remember your username, click on 'Forgot Username'. This sends you an email with your username.
> Click 'Reset Password' if you have forgotten your password.
> Your password must be at least six characters in length, and contain at least one number.
> Answer the security question. In this example, type 14.
> As you supply correct information for each field, a checkmark on the right indicates that the value is correct. See the next example.

> ➢ Click 'Create'.

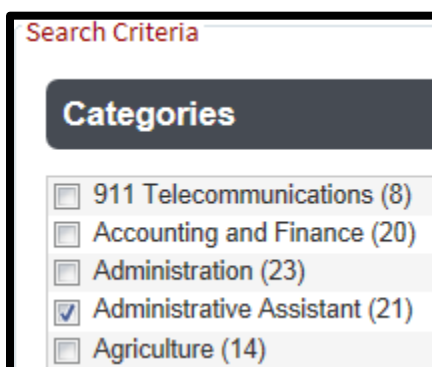### *Keep a record of your username and password!*

When you are signed in, your username appears on the right in the top menu bar:
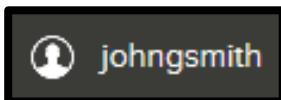
If you need to change your password while logged in, use 'Accounts Settings' in the pulldown menu below your username.

Find Jobs

The most efficient way to search for jobs is by going to www.jobs.la.gov and selecting the search criteria which matches your interests. You can select from Categories, Locations and Agencies.

NOTE: Only <u>current</u> vacancies are displayed here.

1. Place a checkmark in the box next to the criteria matching your interest and then click the 'Apply Search' button at the bottom of the page.
2. The current vacancies matching your search will be displayed alphabetically by job title. Click the job title link to open the job announcement.

    NOTE: Be aware of the "Employment Type" listed:

    ➢ Classified = open to all applicants
    ➢ Promotion = open to permanent classified state employees <u>ONLY</u>
    ➢ Unclassified = not part of the classified service

NEW! Administrative Assistant 3	LSU Health Sciences Center-Shreveport	Classified
Administrative Assistant 3/4	LWC-Office of Unemployment Insurance Administration	Classified
ADMINISTRATIVE ASSISTANT 5	DEQ-Office of the Secretary	Promotion

# Apply for a Job

1. After viewing the job announcement, click the 'Apply' link on the right if you would like to apply for the job.

Print Job Information | Apply
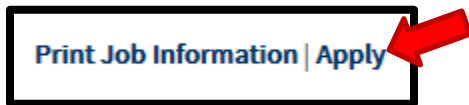
If you are already logged in, you will be taken to the application process (below). If you are not logged in, you will be prompted to sign in.

2. Enter your personal information. You can also quickly complete basic profile information by importing a resume from LinkedIn, or by uploading a file.

3. Next, you will complete a series of steps (entries or screens). Your progress and current step in the process is shown on the left. In the example below, the Information step is complete and the Education step is in progress:

Job Details

≡ Profile

ⓘ Info ✓

💼 Work (1)

📖 Education (1)
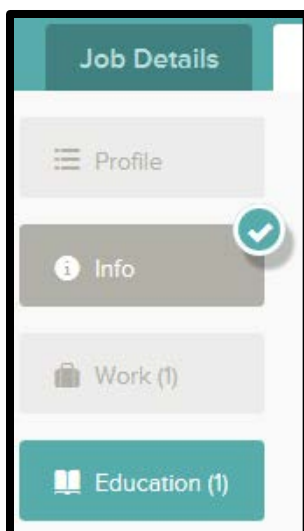
As you work on your application, refer to the progress bar to see the number of items for each entry, and any errors. In the example below, the Work entry contains three items, and the Questions entry contains errors.
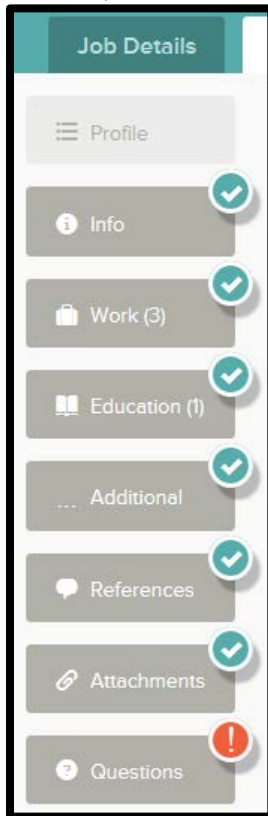
4. For each step, the 'Add' buttons at the top allow you to enter more information.
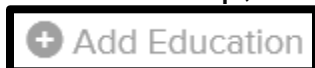
5. 'Save' and 'Cancel' buttons on the bottom allow you to save or discard your work on this entry.

Although your typing is periodically automatically saved, it is a good practice to click on the 'Save' button. The 'Cancel' button discards any changes you have made since the last save.

For some entries, a 'Remove' link is present. It deletes the current entry after a confirmation. Once deleted, the data cannot be recovered.

6. In the Info section, provide general contact information.
7. In the Work section, provide all previous work experience information.
8. In the Education section, provide your educational information.
9. In the Additional Info section, provide information such as certificates, licenses, skills, and languages.

10. In the References section, provide references if required by the posting.
11. In the Attachments section, upload any attachments such as a cover letter, occupational license, or college transcripts. The supported file formats are displayed on the Attachments page. To upload files, you must first select the 'Add supplemental attachment' button, and then choose the attachment type. NOTE: Once you have successfully uploaded an attachment, it is available when applying for other vacancies. After selecting the 'Add supplemental attachment' button, and then choosing the attachment type, click on the clock icon and previously uploaded documents can be selected. See below.
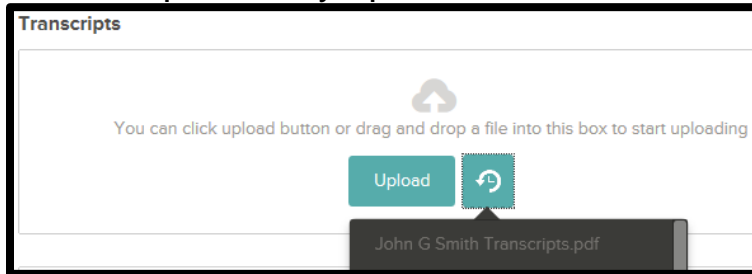

12. Answer the Agency questions and the job-specific Supplemental questions. Depending on the job announcement, there may or may not be any supplemental questions to answer.
13. Review each section. If there is an error, it is shown in the progress bar and also in the section.
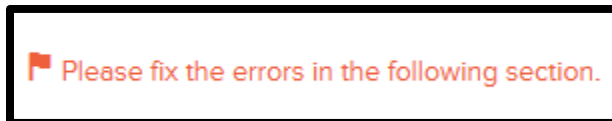
14. Use Edit to open this item and correct any errors. Once you have reviewed all sections and corrected any errors, click 'Proceed to Certify and Submit'.

Proceed to Certify and Submit

15. If your application is complete and you are ready to submit, click the 'Accept & Submit' button. If you need to go back, click the 'Decline' button.

Decline   Accept & Submit
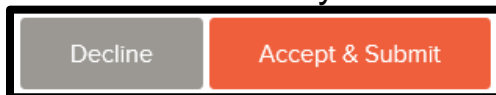
An Application Submitted message confirms that you have applied for the job. You will also receive an e-mail confirming your submission. You can check on the status of your application by clicking on 'Job Applications' in the top menu bar under your name. Your username also indicates the number of in-progress and complete applications.

For any technical problems with your account, please call governmentjobs.com toll-free at 1-877-204-4442 & press 1 for "applicant".